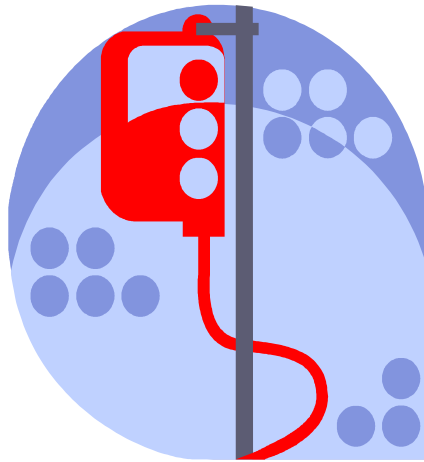


# ELIM OUTREACH TRAINING CENTER

**1820 Ridge Rd. Suite 300-301**  
**Homewood, Illinois 60430**  
**P: 708-922-9547 F: 708-922-9568**  
**E-mail: [elim1820@comcast.net](mailto:elim1820@comcast.net)**  
**Website: [elimotc.com](http://elimotc.com)**



## PHLEBOTOMY TECHNICIAN

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Revised 7/2014

# STUDENT CATALOG



## PHLEBOTOMY TECHNICIAN

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**AT THE TIME OF PUBLICATION, ALL MATERIAL ENCLOSED HEREIN IS CURRENT, TRUE AND CORRECT AND REPRESENTS POLICIES OF ELIM OUTREACH TRAINING CENTER, INC. ALL CURRICULA OFFERED ARE AIMED FOR THOSE WHO WISH TO ENTER INTO AN ALLIED HEALTH CAREER OR THOSE WHO DESIRE A CAREER CHANGE OR BRING THEIR SKILLS CURRENT.**

# **PHLEBOTOMY TECHNICIAN: REQUIREMENTS**

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## **Prerequisites:**

1. **High school diploma or equivalent**
2. **Physical ability to lift or move 10-20 pounds**
3. **Fine motor coordination (good manual dexterity and hand/eye coordination)**
4. **Good visual acuity to distinguish color**
5. **Able to hear at normal levels**
6. **Ability to stand for extended periods of time**
7. **Must be able to communicate effectively, both verbally and nonverbally**
8. **Must display flexibility, accept and integrate constructive criticism at all times**
9. **Current physical exam**
10. **Tuberculosis (TB) skin test Mantoux or chest X-Ray**
11. **Hepatitis series (recommended)**

## **Student must complete:**

1. **100 clock hours (theory and simulated laboratory)**
2. **30 or more successful venipuncture**
3. **Pass the course with a "C" or better**
4. **Participate in all mock clinics**

# Phlebotomy Technician.....Syllabus

**Certification as a Phlebotomy Technician (PT 100) is taught through didactic, laboratories and mock clinics. Students successfully completing course work shall master a variety of blood collecting methods guided by universal precautions. Also, syringes, capillary skin punctures, blood cultures and specimen collection are taught and evaluated through mock clinics and class room laboratories.**

**Graduates of ELIM Outreach Training Center's Phlebotomy program are eligible to take the certification exams.**

**The duration of the program is 11 weeks and/or 15 weeks including 100 clock hours.**

## **Course Objectives:**

**Graduates of this program shall:**

- 1. Possess the proficiency to successfully pass the required National exam**
- 2. Demonstrate a basic knowledge of Anatomy and Physiology**
- 3. Understand the association of the circulatory system in phlebotomy**
- 4. Demonstrate a working knowledge of infection control, safety and first aid**
- 5. Exhibit essential knowledge of the blood collection equipment, specimen documentation, and transportation**
- 6. Explain and demonstrate venipunctures and skin puncture procedures**
- 7. Know complications in blood collection and common pediatric procedures**
- 8. Have an understanding of special collection procedures and Arterial Blood collection.**
- 9. Understand quality assurances and legal issues as it relates to phlebotomy**
- 10. State the meaning of common medical abbreviations terms related to phlebotomy.**

**PHLEBOTOMY TECHNICIAN.....TUITION**

**COURSE DESCRIPTION:**

It is the responsibility of a phlebotomist to collect blood for laboratory analysis, which is necessary for the diagnosis and care of a patient. Some common duties are: prepare patient for collection, collect routine skin puncture and venous specimens for testing, maintain patient confidentiality, transport specimens to the laboratory, and maintain a safe working condition.

**COST:**

<b>Tuition/Registration</b>	\$900.00
<b>Book(s):</b>	\$95.00
<b>Fees:</b>	\$95.00
<b>    Total</b>	<b>\$1090.00</b>

**\*Others: \$277.00**

Uniform	\$25.00
Shoes	\$25.00
Stethoscope	\$17.00
CPR	\$60.00
Watch	\$20.00
National Exam	\$130.00

**Total Cost: \$1367.00**

Under the law you have the right, among others, to pay full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. (ELIM does not charge finance charges). A late fee of 10% will be added to all late payments

Method of Payment: Money Order or Cashier’s Check. **SORRY, WE DO NOT ACCEPT CASH OR PERSONAL CHECKS.**

Please see your contract regarding registration fee and amount due on the first day of class (book(s) will be issued with first payment

\*Supplies may be purchased from ELIM or you may purchase uniforms and other supplies at: Wal-Mart, Work N Gear, and Life Uniform. Please consult the yellow book for a location near you.

# **Phlebotomy Course Material.....Textbook**

**Textbook: Phlebotomy Worktext and Procedures Manual ...Second edition**

***Robin S. Warekois***

***Richard Robinson***

***Copyright © 2007, 2002 by Saunders, an imprint of Elsevier Inc***

***“This textbook provides an introduction to phlebotomy. It guides students to develop skills beyond blood collection. Each major skill in phlebotomy, from hand washing to venipuncture to the preparing of a blood smear is revealed and described step-by-step.”***

# **PHLEBOTOMY COURSE OUTLINE**

By Unit, vocational or training objectives are listed below noting scope, which includes knowledge, specific skills and understanding. Please review the Phlebotomy course Schedule for further breakdown detailing sequence in meeting goals.

## **Unit 1:**

### **ORIENTATION**

- A. Course Introduction**
- B. Program Policies and Procedures**
- C. Professional organizations and Standards**
- D. Role of the Phlebotomy Technician**

### **THE HEALTHCARE SETTING**

- A. Past and Present healthcare setting**
- B. Quality Assurance and Legal Issues**
- C. Infection Control**
  - 1) Chain of infection and Isolation Procedure**
  - 2) Hand Washing**
  - 3) Personal Protective Equipment (PPE)**
  - 4. Occupational Safety and Health Standard**
  - 5. Blood-borne Pathogen and Cleaning up-spills**
- D. Safety**
  - 1). Occupational Safety and Health Administration**
  - 2). Safety Hazards and Emergency First Aid**
  - 3). Latex Sensitivity**
- E. Personal Wellness**

## **Unit 2:**

### **OVERVIEW OF THE HUMAN BODY**

- A. Medical Terminology**
  - 1) Word breakdown**
  - Basic Laboratory terminology, acronyms and abbreviations**
- B. Human Anatomy and Physiology**
  - 1). Defining body systems and function**
- C. Circulatory system**
  - 1). the Heart**
  - 2). Vascular System**
  - 3). The flow of blood**
  - 4). Types of blood specimens**
  - 5). The blood**
  - 6). Blood disorders**
  - 7). Lymphatic system**

## **Unit 3:**

### **BLOOD COLLECTION PROCEDURES**

- A. Blood collection equipment, additives and order of draw**
  - 1). General blood collection equipment**

- 2). B blood collection additives
- 3). Anticoagulant and EDTA
- 4). NCCLS order of draw
- B. Venipuncture specimen collection procedure**
  - 1). Steps
  - 2). Requisitions
  - 3). Patient contact/Patient Identification
  - 4). Site selection
  - 5). Tourniquet procedure
  - 6). Butterfly procedure
  - 7). Syringe procedure
  - 8). Pediatric Venipuncture
  - 9). Geriatric Venipuncture
- C. Blood Collection Variable, Complication, and Errors**
- D. Skin (Dermal) puncture equipment and procedure**
  - 1). Steps
  - 2). Lancets
  - 3). Plastic/ clay sealant

## **Unit 4:**

### **SPECIAL PROCEDURE**

- A. Special collection and Point-of-Care Testing**
  - 1). Blood Bank
  - 2). Blood culture
  - 3). Coagulation specimens
  - 4). Postprandial glucose testing
  - 5). GTT
  - 6). Toxicology
  - 7). Drug monitoring
  - 8). Point of care testing
  - 9). Coagulation monitoring
- B. Arterial puncture procedure**
  - 1). Introduction
  - 2). ABG's
  - 3). Radial Artery
  - 4). Brachial Artery
  - 5). Femoral Artery
  - 6). Test requisition
  - 7). Equipment/ supplies
  - 8). Complications
  - 9). Sampling errors
- C. Non-blood specimens and tests**
  - 1). Labeling and handling
  - 2). Body fluids specimen
- D. Computers and specimen handling and processing**
  - 1). Introduction
  - 2). General guidelines
  - 3). Handling of routine specimens
  - 4). Transporting specimens
  - 5). Specimens processing/rejections
- E. Vital Signs**

# ELIM Outreach Training Center

## Phlebotomy Class Schedule

<b>1</b>	Tuesday	Orientation		Elim's Policies and Procedures Book handout.
	Tuesday	Lecture	Chapters 1 ,2,19	Phlebotomy : Past and Present, Healthcare Setting & Legal Issues
	Thursday	Lecture Video	Chapters 3,4	End of Chapters Review Questions Infection Control, Safety, First Aid, (video)
<b>2</b>	Tuesday	Test Lecture Video	Chapters 1,2,19, 3,4 Chapters 5	End of Chapters assignments due Medical Terminology (video)
	Thursday 7/18	Test Lecture Video	Chapter 5 Chapters 6	End of chapter assignments due Human Anatomy and Physiology ( Video)
<b>3</b>	Tuesday	Test Lecture	Chapter 6 Chapter 7 Vital Signs	Circulatory, Lymphatic and Immune Systems Temp, Pulse, Respiration and Blood Pressure (video)
	Thursday	Test	Chapters 7/VS Chapters 8,9	Venipuncture equipment Routine venipuncture Introduction to the Lab Midterm Review
<b>4</b>	Tuesday	<b>MIDTERM EXAM</b>	Chapters 1-9	Midterm Exam. ALL PAYMENT MUST BE CURRENT. INSTRUCTOR PLEASE CHECKS WITH THE FRONT OFFICE BEFORE EXAMS ARE GIVEN OUT. EARLY DISMISSAL
	Thursday	Lecture	Chapters 10,11	Dermal Puncture Venipuncture complications Mock Clinical
<b>5</b>	Tuesday	Test Lecture	Chapters 10,11 Chapters 12,13	Blood collection in special population Arterial Blood collection MOCK CLINICAL
	Thursday	Test Lecture	Chapter s 12,13 Chapters 14,15	Special Non-blood collection MOCK CLINICAL
<b>6</b>	Tuesday	Test Lecture Mock clinic	Chapter s 14,15 Chapter 16,17,18	Specimen transport, handling Point of care Quality Phlebotomy

	Thursday	Test	Chapter 16,17,18	Mock clinical	
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<b>7</b>	Tuesday			Laboratory skills
	Thursday			Laboratory Skills
<b>8</b>	Tuesday			Laboratory Skills
	Thursday	<b>Final Exam Exit Interview Student Survey</b>		<b>Chapters 1-19. Laboratory skills</b>
<b>9</b>	Tuesday			Will bring in participants

	Thursday			May bring in participants
<b>10</b>	Tuesday			May bring in participants

	Thursday			Will bring in participants 1 /2 day for students Instructors please turn in all paperwork *Students to fill out application for National Exam and turn in Fee to NPA for \$130.00
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<b>11</b>	Tuesday			Will bring in participants Last day

**If midterm and final exams are not taken on due dates, an incomplete grade will be given until exams are completed. Students must complete 30-40 or more successful venipunctures to complete the course and to sit for the National Exam. If venipunctures are not completed by \_\_\_\_\_, the student will have to complete draws with the next class. You must pass ALL exams with a 80% or better. If you Score below 80% please see your instructor as soon as possible.**

# PHLEBOTOMY PROGRAM

## UNIT /HOURS

<b>UNIT 1</b>	<b>THE HEALTHCARE SETTING</b>	
	Past and Present and the Healthcare setting	4
	Quality Assurance and Legal Issues	6
	Infection Control, Safety first Aid, and Personal Wellness	6
<b>UNIT 2</b>	<b>OVEVIEW OF THE HUMAN BODY</b>	
	MEDICAL TERMINOLOGY	4
	HUMAN ANATOMY AND PHYSIOLOGY	5
	CIRCULATORY, LYMPHATIC, AND IMMUNE SYSTEM	5
<b>UNIT 3</b>	<b>BLOOD COLLECTION PROCEDURES</b>	
	BLOOD COLLECTION EQUIPMENT, ADDITIVES, AND ORDER OF DRAW	5
	ROUTINE VENIPUNCTURE	8 8
	PREANALYTICAL CONSIDERATION	4
<b>UNIT 4</b>	<b>SPECIAL PROCEDURE</b>	
	SPECIAL COLLECTION AND PROCEDURES AND POINT-OF-CARE TESTING	5
	ATERIAL PUNCTURES PROCEDURES	8
	NONBLOOD SPECIMENS AND TEST	5
	COMPUTER AND SPECIMEN TRANSPORT, HANDLING AND PROCESSING	5
	<b>STIMULATED CLINICALS</b>	<b>30</b>
<b>TOTAL</b>		100
	Students must successfully pass all exams with a 80% or better	